

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
APRIL 19, 2010**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, April 19, 2010.

The meeting was called to order by Chairman Wayne Schuetter.

TEMPORARY APPOINTMENT (B-5)

Due to the absence of Secretary Mike Harder, Wayne Schuetter stated that an Acting Secretary needs to be appointed. Alex Emmons made a motion to appoint Rick Stradtner as Acting Secretary for this meeting. Doug Schulte seconded the motion. Motion approved, 5-0.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Wayne Schuetter – Chairman
Rick Stradtner – Vice Chairman
Doug Schulte – Water Commissioner
Alex Emmons – Wastewater Commissioner
Greg A. Krodel – Gas Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Windell Toby – Electric Generation Manager
Michael A. Oeding – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Bud Hauersperger – General Manager
Sandy Hemmerlein – City Attorney

ABSENT:

Mike Harder – Secretary
Ken Sendelweck – Electric Commissioner

PLEDGE OF ALLEGIANCE (B-22)

Chairman Wayne Schuetter led the Pledge of Allegiance.

APPROVAL OF MINUTES (B-30)

Chairman Wayne Schuetter presented the minutes of the March 15, 2010, Regular Meeting and there being no corrections or amendments, asked for a motion to approve. Doug Schulte made a motion to approve the minutes of the March meeting as presented. Greg Krodel seconded the motion. Motion approved, 5-0.

PUBLIC BUSINESS: REQUEST FOR SEWER EXTENSION (B-39)

Ed Hollinden said the two gentlemen in the audience were here to request a sewer extension into the Rolling Hills subdivision. Four property owners in total are requesting the extension. The property owners are Earl Epple, Dennis Frieler, Mark Schroering, and Barbara Burke. They are currently outside of the city limits.

Hollinden presented a map outlining the proposed extension of an 8 inch line. The sewer line will be extended to Barbara Burke's home and then up the middle of the lots between A and B Streets. There is currently a 12 foot easement in this area that will be increased to a 20 foot easement to allow for the extension. The lift station that would service this area has plenty of capacity.

The property owners are in the process of signing forms to request to be annexed into the City. They have all verbally requested annexation, but all of the forms have not been acquired yet.

Rick Stradtner made a motion to approve the out of City sewer extensions subject to signing either an annexation waiver or a petition to request to annex by all property owners requesting the extension. Alex Emmons seconded the motion. Motion approved, 5-0.

SURPLUS COMPUTERS, MONITORS & PRINTERS (B-254)

Jerry Schitter presented a list of surplus computers, monitors and printers the Electric Distribution Department has. They were keeping these old computers for parts to repair other computers. They have found that they are not using them and would like to deem them surplus and have the hard drives demolished and the rest properly disposed of.

Doug Schulte made a motion to deem the items on the list as surplus and have them demolished. Greg Krodel seconded the motion. Motion approved, 5-0.

NON-RECURRING CHARGES RESOLUTION FOR ELECTRIC LOAD PROFILING SERVICE (B-288)

Schitter said after further review of the new Electric Load Profiling Services that the utility will be offering to commercial and industrial customers, he determined that he had to add some additional non-recurring charges for some of the customers who will be using this service.

One of the means to read the meters needed for this service is through a cell phone modem in the meter that you buy. The technology they use in the meter for the cell reader is through Triliant. Triliant's contract for the cell phone reader is with the entity that purchased the meter, which would be the Jasper Municipal Utilities (JMU).

JMU will have to pay the cell phone charges and will need reimbursed from the customer. It is a one-time set-up fee of \$25, along with a monthly fee of \$10. Schitter said these charges will just be passed along to the customer. There will be no mark-up on these fees.

Not every customer using the load profiling services will be paying these fees. The customers also have the option of using their landlines or Ethernet to read the meters. Since these fees will

not apply to every customer, these non-recurring charges were added in a Resolution only and will not be sent to the Common Council in an Ordinance.

Rick Stradtner made a motion to approve Resolution #USB 2010-7, to pass through charges involving the cell phone service for the Electric Load Profiling. Alex Emmons seconded the motion. Motion approved, 5-0.

PLANT PERSONNEL ASSIGNMENTS (B-338)

Windell Toby informed the Board that after Jerry Schitter had the automatic voltage regulators put on the SCADA system, the 4 operators that were at the Power Plant 24 hours a day were no longer needed. Three of the four operators are out on sick leave due to surgeries and could be off work for 12 weeks. The other operator is being farmed out to other departments.

Due to the change, emergency calls are not being received at the Power Plant any longer. They are being connected to the Gas and Water plant. There is no longer anyone working at the Power Plant on nights or weekends. This went into effect on April 5th.

ELECTRIC PLANNING COMMITTEE REPORT (B-357)

Wayne Schuetter, Chairman of the Utility Service Board, stated the Committee met on April 9th. One item discussed was the pass through charges for the Electric Load Profiling Services that Jerry Schitter discussed earlier.

Smithville Telephone was also present to give the Committee a proposal on installing fiber optics to connect all the City offices together. They are currently in the area and are offering commercial connectivity. This would also allow them to extend their services to more commercial and industrial customers in the area. They are currently not looking to connect residential customers.

The Committee agreed this is a project that needs to be pursued so Bud Hauersperger agreed to head up the project and put together a team of IT professionals to help review other proposals as well to determine the best fit for the City.

The last item discussed at the meeting was the review of the Power Plant Requests for Expressions of Interest (REI) that were received. Hauersperger reported that he sent out 40 REI's. Twenty-two firms requested a copy of the Black and Veatch assessment. Seven firms took a tour of the Power Plant. There were 6 actual written responses to the REI. All of the responses were reviewed and all of the responses were very different.

The Committee discussed now sending out Requests for Proposals (RFP) to any firm with a viable option for the Power Plant to get more detailed responses back from the firms, with the Board's approval. A very detailed RFP outline was developed to help the firms compile the information the City feels is necessary before picking an option to proceed with. The plan is to have the RFP's returned by July 1st. At this time, the firms will most likely be asked to make formal presentations to the Utility Service Board on their option.

Doug Schulte made a motion to have Bud Hauersperger send out the RFP to any firm with a viable option for the Power Plant. Rick Stradtner seconded the motion. Motion approved, 5-0.

AGENCY AGREEMENT LETTERS WITH BP CANADA & SHELL (B-447)

Mike Oeding stated that he has an Agency agreement for UGM to act as the go-between between the City and BP Canada on the ANR line or the City and Shell on the Texas Eastern line. These agreements will simplify the administrative procedures for purchasing gas.

Sandy Hemmerlein stated there are two separate letters to sign, one for BP Canada and one for Shell. A letter was actually already signed last month for Shell, but they have provided the City with a new letter with some language changed in it. The words "and execution" were added when discussing the contract for sale. This would allow UGM to enter into a new agreement with Shell on our behalf.

Alex Emmons made a motion to approve the Agency Agreement Letter between UGM and BP Canada. Greg Krodel seconded the motion. Motion approved, 5-0.

Rick Stradtner made a motion to approve the updated Agency Agreement Letter between UGM and Shell. Doug Schulte seconded the motion. Motion approved, 5-0.

WELDING COST INCREASE (B-513)

Oeding informed the Board that the cost of welding increased for the first time in two years. It increased from \$39.50 per hour to \$41 per hour for a 3.8% increase. Larry L. Knies, Inc. is the vendor used for welding services. Knies is a certified welder and has all of the necessary equipment and insurance coverage to handle this type of work.

REMAINING HOMES TO BE CONVERTED TO RADIO READ (B-522)

Oeding stated there are still some water meters that need to be converted to radio read in the City. There are 6 homes with meters that the lid has to be opened and the meter read by eye. There are parts of their system that are broken and they cannot get the water shut-off to change out the meter.

Oeding would like to send these homeowners a letter giving them a deadline of 15 days to get the meter changed out and fixed. If the homeowner fails to get the problem fixed in 15 days, Oeding would like the Water Department to go in to fix the problems and charge the customer. The Ordinance states that the customer is required to keep their system in good repair.

Oeding said there are another 5 homes that did not respond after letters were sent out again last month. He would like to issue them a final notice to give 15 days to contact the Water Department or their water will be shut-off until they contact the office.

There are 11 industrial and City meters that still need to be changed out, but the cost of these large meters are very expensive and Oeding said he will wait until the finances are better before changing these meters out.

Rick Stradtner made a motion to approve moving ahead with the 11 homes that are not yet converted to radio read either by shutting off the water or having the work done if need be, after 15 days notice to the legal owner of the home. Doug Schulte seconded the motion. Motion approved, 5-0.

GAS PLANNING COMMITTEE REPORT (B-600)

Greg Krodel, Chairman of the Gas Planning Committee, stated the committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT (B-601)

Doug Schulte, Chairman of the Water Planning Committee, stated the committee met on April 16th. The purpose of the meeting was to review the preliminary engineering report from Christopher B. Burke Engineering (CBBEL) on the Beaver Creek Lake Dam rehabilitation project. The rehabilitation is a requirement from the Indiana DNR to pass 100% of the probable maximum precipitation, which equates to 27 inches of rain in a 6 hour period.

CBBEL presented 7 options for rehabilitating the dam. After reviewing the options, there were still many questions the Committee had. The Committee asked CBBEL to provide some additional information to help weigh out all of the options to make a more informed decision on which option is the best.

The meeting was continued until Tuesday, April 20th to review the additional information and make a recommendation to the Utility Service Board. There is a push to move quickly as the preliminary engineering work needs to be done before the OCRA grant application can be submitted.

Bud Hauersperger stated there will also be a Special Utility Service Board meeting tentatively at 8:00 AM Friday, April 23rd to approve an option for rehabilitation.

RESOLUTION TO ADOPT REQUIRED EPA PRETREATMENT STREAMLINING CHANGES (B-636)

Ed Hollinden passed out a one page summary to Resolution #USB 2010-8, which was prepared by Sandy Hemmerlein. According to Hollinden, the streamlining changes are supposed to reduce the regulatory burden on both the industrial users and the City.

IDEM audited the Wastewater Department and directed us to modify the sewer use ordinance to incorporate the federal pretreatment streamlining regulations. A lot of the regulations were already included in the old Ordinance. The Ordinance is simply being updated to include the new changes that were recently passed by the Environmental Protection Agency.

Hollinden stated these changes only affect 5 of the 22 industrial sampling sites. These changes should make it easier for the industries to comply and if complying, the industries should be able to eliminate some of their sampling or reduce the frequency of their sampling. There are not a lot of new requirements, except for the Best Management Practices. If the industries do not have these practices, they should. Hollinden stated he will be doing some research to help the industries comply, if they do not have these practices already in place.

Hemmerlein stated that the EPA has approved the changes to the City's Ordinance. This Resolution will be taken to the Common Council for approval in an Ordinance.

Greg Krodel made a motion to approve Resolution #USB 2010-8, recommending an Ordinance to the Common Council, setting forth Wastewater Pretreatment Requirements for users of the City of Jasper's Wastewater Treatment Works. Alex Emmons seconded the motion. Motion approved, 5-0.

GRANT/INCOME SURVEY UPDATE (B-735)

Hollinden updated the Board on the Grant/Income Survey that was taken in the Skyline Subdivision to qualify for grant funds to replace or re-line sewers in this area. There are 151 homes in this area and 110 responses were needed to apply for the grant.

Hollinden stated they received the required 110 responses back after a couple of rounds of contacting homeowners. The grant required 51% of the responses to be from a low to moderate income to qualify for the grant. Of the 110 responses received back, 71.3% are from a low to moderate income. This allows the City to seek these grant funds.

The environmental review is currently underway. It should be complete in 30 days. The preliminary engineering will be done by City Engineer, Chad Hurm. The grant application is due on July 2nd.

WASTEWATER PLANNING COMMITTEE REPORT (A-11)

Alex Emmons, Chairman of the Wastewater Committee, stated the committee did not meet during the past month.

BUSINESS OFFICE FILE SERVER (A-12)

Bud Hauersperger said the pieces for the file server are starting to come in. The server should be completely installed within the next couple of weeks.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (A-20)

Rick Stradtner reported the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Alex Emmons made a motion to approve the claims as presented. Doug Schulte seconded the motion. Motion approved, 5-0.

There being no further business to come before the Board, the meeting was adjourned at 8:00 PM upon motion by Alex Emmons and second by Doug Schulte. Motion approved, 5-0.

The minutes were hereby approved _____ with _____ without corrections this _____ day of _____, 2010.

Attest: _____
Secretary Chairman